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DD/S  
NOV 1958  
66-4400

MEMORANDUM FOR: Head of Admin Career Service

VIA: DD/S

SUBJECT: Identifying Persons Relative to Eligibility  
for Overtime Pay

REFERENCE: Memorandums to Deputy Directors and ExO/DCI,  
from D/Pers, dtd 7 August 1958

1. The CIA Career Council discussed at its meeting on 23 July 1958 the need for a uniform Overtime Compensation policy in the Agency and agreed that a system of identifying persons in particular categories relative to eligibility for overtime compensation should be established.

2. Subsequent to the dispatch of referenced memorandums, I met with representatives of your Career Service to discuss special problems involved in granting or denying payments for overtime to persons in your Service.

3. I have come to the conclusion that probably the most feasible way of identifying individuals or groups of individuals who will or will not receive overtime compensation is to establish a grade level as the basic cutoff point. This is with the understanding that Heads of Career Services will identify by name, members of their respective Services who should be considered as exceptions because of the nature of their work or particular circumstances involved.

4. Attached is a proposed statement which I believe would be acceptable as an Agency overtime policy and would also be relatively easy to administer. However, prior to proposing a policy to the Career Council, I wish to determine which persons in each of the Career Services would be identified as exceptions in accordance with paragraphs 2 and 4 of the attached policy statement if such a statement were to be implemented today.

5. Please forward to Mr. [REDACTED] before 1 December a list of the people in your Career Service and their present jobs who would be identified in accordance with the attached policy statement; e.g. (a) the persons in grades GS-11 and above who would be authorized to receive overtime pay and (b) the persons in grades GS-10 and below who would not be authorized to receive overtime pay.

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[REDACTED]

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Gordon M. Stewart  
Director of Personnel

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56-4401

# OVERTIME COMPENSATION POLICY STATEMENT

1. Persons in grades GS-10 and below may be directed by appropriate supervisory authority to work overtime and to receive either overtime pay or compensatory time off according to Regulation [REDACTED] Exceptions to this policy are noted in paragraph 2 below.
2. A person in grade GS-10 or below may be identified by the Head of his Career Service as a career trainee who will not be directed to work overtime and receive overtime pay.
3. Persons in grades GS-11 and above will not be directed to work overtime and will therefore not receive overtime pay. Exceptions to this policy are noted in paragraph 4 below.
4. A person in grade GS-11 or above may be identified by the Head of his Career Service as one who may be directed to work overtime and receive overtime pay providing that the normal duties of the individual involve special circumstances and conditions which make it necessary for him to work more than the 40-hour week regularly or with recurring frequency.
5. The identification of persons in paragraphs 2 and 4 will be made by the Heads of Career Services, approved personally by the Deputy Director concerned, and reviewed by the Director of Personnel. They will be documented in Personnel Actions (Form 1150). The identification will be valid only while the person concerned is in the same grade and same position as he was at the time of identification. A promotion or transfer to another position will automatically cause the identification to be reviewed.
6. The administration of compensatory time off at Headquarters and in the field will continue essentially as it is at present.

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